

**UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLUMBIA**  
[www.dcb.uscourts.gov](http://www.dcb.uscourts.gov)

## **Filing Requirements for Chapter 7**

— **Fee** - \$299.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers  
(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents. (Additional copies may be presented to the Court to be stamped “filed” and returned to the filer.)

**Documents for Chapter 7 Filings:**

— Voluntary Petition (Official Form 1: including exhibits B and D for Individual Debtors)

— Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer (Form 19) (for Pro Se filers that use a petition preparer)

— Disclosure of Compensation of Bankruptcy Petition Preparer (Form 280) (for Pro Se filers that use a petition preparer)

— Statement of Current Monthly Income and Means Test Calculation (Form B22A) (Individuals Only)

— Employee Income Record (one ex. Pay Stub), or a Statement that No Evidence of Payment Exists

— Records of the Debtor’s Interests in an Account or Program of the Type Specified in 11 U.S.C. Section 521(c), or a Statement that No such Interests Exist

— Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

— Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

— Statement of Social Security Number(s) (Official Form B21)

— Corporate Resolution (only if a corporation)

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Individual Debtor’s Statement of Intention

— Disclosure Statement of Attorney’s fees - 2016(b)

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

— Certificate of Completion of Course in Personal Financial Management (Form 23) (Required *after* the petition is filed, and *before* receiving a discharge)

## Filing Requirements for Chapter 13

\_\_\_ **Fee** - \$274.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

\_\_\_ **Copies** – The Court only requires the original documents.

### Documents for Chapter 13 Filings:

\_\_\_ Voluntary Petition (Official Form 1: including Exhibit D)

\_\_\_ Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer (Form 19) (for Pro Se filers that use a petition preparer)

\_\_\_ Disclosure of Compensation of Bankruptcy Petition Preparer (Form 280) (for Pro Se filers that use a petition preparer)

\_\_\_ Statement of Current Monthly Income and Disposable Income Calculation (Form B22C) (Individuals Only)

\_\_\_ Employee Income Record (one ex. Pay Stub), or a Statement that No Evidence of Payment Exists

\_\_\_ Records of the Debtor's Interests in an Account or Program of the Type Specified in 11 U.S.C. Section 521(c), or a Statement that No such Interests Exist

\_\_\_ Exhibit D – Individual Debtor's Statement of Compliance with Credit Counseling Requirement

\_\_\_ Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

\_\_\_ Statement of Social Security Number(s) (Official Form B21)

\_\_\_ Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

\_\_\_ Statement of Financial Affairs

\_\_\_ Chapter 13 Plan (format available from the Clerk's office)

\_\_\_ Disclosure Statement of Attorney's fees – 2016(b)

\_\_\_ Creditor Matrix and Coversheet (format specified by and available from the Clerk's office)

\_\_\_ Certificate of Completion of Course in Personal Financial Management (Form 23), *and* Motion for Entry of Discharge (Required *after* the petition is filed, and *before* receiving a discharge)

## Filing Requirements for Chapter 11

— **Fee** - \$1,039.00 – Fee must be in the exact amount. Cash or money order only from pro-se filers.

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents.

### **Documents for Chapter 11 Filings:**

— Voluntary Petition (Official Form 1; also, include exhibit A if a corporation)

— Statement of Current Monthly Income (Form B22B) (Individuals Only)

— Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

— Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

— Statement of Social Security Number(s) (Official Form B21)

— Corporate Resolution (only if a corporation)

— Chapter 11 List of Equity Security Holders

— Chapter 11 List of Creditors Holding 20 Largest Unsecured Claims

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Disclosure Statement of Attorney’s fees or Certification of Non-Attorney/Bankruptcy Petition Preparer

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

— Balance Sheet (small business requirement)

— Statement of Operations (small business requirement)

— Cash Flow Statement (small business requirement)

— Federal Income Tax Return (small business requirement)

## Filing Requirements for Chapter 12

— **Fee** - \$239.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents.

### **Documents for Chapter 12 Filings:**

— Voluntary Petition (Official Form 1)

— Statement of Current Monthly Income and Disposable Income Calculation (Form B22C)

— Statement of Social Security Number(s) (Official Form B21)

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Chapter 12 Plan

— Disclosure Statement of Attorney’s fees or Certification of Non-Attorney/Bankruptcy Petition Preparer

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

**06/19/08**